

Report for Week Ending 22 January 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 26 actions requiring the printing of 354,760 copies, or sets, of blank forms. This represents a decrease of 6 actions and a decrease of 104,990 copies compared to last week.
- (2) Three new and seven revised forms were approved.

b. Intangible

- 25X1A6a (1) In connection with the Forms Survey in PSD/OL, two new forms have been designed and sent to the [REDACTED] for printing, bringing the total to 11. One bootleg, "Time and Attendance" form has been eliminated. Action on all PSD forms has been held up until after 1 February, pending a position change for the Supply Officer. Reporting procedures were discussed with Mr. [REDACTED] TAS/Comptroller, who is studying cost accounting possibilities for [REDACTED]. Action, on forms that tie-in with cost accounting, is held up pending the results of Mr. [REDACTED] study. 25X1A9a
- 25X1A8a (2) Technical advice has been received from [REDACTED] pertaining to the manufacture of the "Biographic Profile", Form No. 1200. The information received indicates that the difficulties encountered in the application of this form stem from printing methods employed in the manufacture of the form, and not from the ink or the IBM Tabulating Typewriter. This matter will be the subject of a discussion by the Chief, FMB and the Chief, RMS in the immediate future. 25X1A9a
- 25X1A8a (3) Efforts have been directed, through the BSO of "J" Bldg., to get supplies of the "Non-Accountable Material Manifest", Form No. 1236, into the hands of [REDACTED] DD/P, [REDACTED] OPI. Shortage for the OPI resulted from heavy requisitions being placed for this form by O/L and O/Comptroller.
- 25X1A6a (4) Arrangements have been made with PSD/OL to overprint the Agency identifications which had erroneously been left off the "Information Report" Form No. 1. Supplier of these forms in the [REDACTED] for this purpose.

2. Assignment

a. Active

- (1) Eleven new and nine revised forms are pending. ✓
- (2) One Employee Suggestion is being evaluated.

3. News

- a. Many tests have been made on the A & M Yellow Offset Masters. These tests extend back several years and in many cases have proved nothing. Costs of these tests have frequently been from \$250 to \$500 for each form.
- (1) These Masters work well except when placed in an interior position in a set and imaged by lithographic carbon paper. In the future such an application will not be written into the specifications for this brand of Master. Further testing for this application for this Master will be discontinued until there is an indication its usefulness has improved.



25X1A9a